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ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

October 31, 2005

Re: Request for Proposals K06-3016-25E
Professional Development Training Services

AMENDMENT #1

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following changes/clarifications to the above referenced Request for Proposals.

1. The following consists of questions raised by participants at the pre-proposal conference on 10/25/05 and the answers herein provided by the Maryland Judiciary.

Q – In the Summary Statement of the RFP, what is the meaning of “to augment the existing staff?”

A – Due to the lost of a staff position, the Training Department has only one full-time and one part-time instructor. This solicitation is to obtain a person to basically serve as the third instructor for the department.

Q – What is the estimated number of classes on which the bid should be based?

A – The Training Department has a schedule of their estimated needs for the additional staffing. Currently, approximately 24 days have been scheduled for the upcoming year, but is subject to change. The department has a catalogue of the current classes, which may be used as a reference for basing responses to this solicitation. This catalogue is available from the Human Resources Department or by contacting the Procurement Officer identified in the solicitation.

Q – Is there a minimum or maximum class size?

A – Classes are usually a minimum of 10-15 persons with a maximum of usually 30-40 persons.

Q – What type, if any, standardized assessments are used for training?

A – The Training Department does not use standard assessments such as Meyers-Briggs. The department has developed and customized its own program. However, contractors qualified to use standardized assessments should inform the department of this fact, as it may be considered.

Q – When will the award be made for this project?

A – The award shall be made before the end of December 2005. Although the AOC operates on a fiscal year of July to June, the training is based on a calendar year, beginning in January.

Q- What is the percentage of cancellation of classes?

A- Classes are not usually cancelled, but are rescheduled. Inclement weather or an Administrative action may cancel classes on rare occasions.

2. Contractors attending the pre-bid meeting: The Horizons Group, The Garrison Group, GettingThere4Him, Chessieview, The Integrity Group, Coddington Learning Co, and Karen Mack Image Management.

These are the only changes contemplated by Amendment #1. All other specifications, terms and conditions of the Request for Proposals remain the same.

Sincerely,

Bernard M. Miles
Manager of Procurement
and Contract Administration